

UNITED STATES DEPARTMENT OF AGRICULTURE

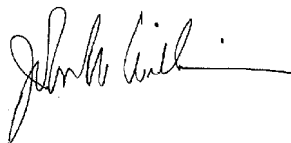
Farm Service Agency
Washington, DC 20250

Notice AO-1272

For: State and County Offices

County Office On-Line Work Measurement Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

For the past 4 years, the FSA Budget Division (BUD), County Budget and Work Measurement Section, with the assistance of State and County Office employees, has provided National workload and work measurement training to State and County Office employees. The primary purposes of the training was to provide updated information for completing year-end workload reports and also provide training for new work measurement County Offices. State Office employees attending the training were responsible for returning to their State and providing updated work measurement training information to their County Offices. Despite the requirement of subsequent State training, there continues to be many of the same problems and misunderstandings in the annual County Office work measurement reporting.

For FY 2003, an alternative method is being used to provide work measurement training. This new training format will allow BUD to reach all employees responsible for work measurement reporting plus give current work measurement offices a tool to use for any additional training needs.

B

Purpose

This notice informs State and County Offices that an on-line training module for FY 2003 work measurement training has been developed. This training:

- is available on the Work Measurement/Workload Home Page on the Intranet
- provides all County Offices with the same information to increase consistency to the reporting process.

Disposal Date

December 1, 2002

Distribution

State Offices; State Offices relay to County Offices

Notice AO-1272

2 Action

A County Office Action

All permanent CO and GS employees in work measurement offices required to report in FY 2003 must complete the on-line training module. CED's shall determine whether temporary employees need to complete the training. When employees complete the training module, employees shall send an e-mail to their State Office to certify completion.

The basic module will take approximately 15 minutes to complete, however that does not include time spent studying worksheets, the handbook, or other links. The module includes the following:

- What Do I Have to Do
- ABC's of Tracking Time
- 12-AO
- Quarterly Reporting
- Checklist
- Overview.

Note: When accessing the on-line training module, 12-AO (Rev.18) will be the only available revision and does not include all the new Farm Bill changes for reporting in FY 2003. 12-AO (Rev.19) will be issued shortly and will include new and deleted work items for FY 2003 work measurement reporting. As soon as 12-AO (Rev. 19) is issued, the training module will be pointing at it.

Employees shall take the following steps to access the training module.

Step	Action
1	Access the training through the FSA Intranet at: http://dc.ffasintranet.usda.gov/ . Click on "BD" under Intranet Subwebs to access BUD's Home Page.
2	Click on the "WM/WL Homepage" button to access the Work Measurement/Workload Home Page.
3	Click on "FY 2003 Workload/Work Measurement Training".
4	Scroll to the bottom of the page and click on the link, "Work Measurement Training".
5	The PowerPoint software will launch. A warning box will pop up. Click on "Enable Macros".
6	Click on slide show; click your mouse to advance the screens.
7	When the training module has been completed, click on "Send Work Measurement Training Certification E-mail" on the WM/WL Training Page, and click on your State. An e-mail box will pop up to your State contact. Enter your name in the message box to certify that the training module has been completed.

Notice AO-1272

2 Action (Continued)

B

State Office Action

The State Office point of contact will receive an e-mail as each employee completes the work measurement training. A report shall be submitted to BUD by FAX at 202-690-0591 or e-mail to CarlisleCox@wdc.usda.gov by **October 18, 2002**. The report shall contain the following information.

Description	Total Number
Work Measurement County Offices	
Permanent CO or GS work measurement office employees	
Permanent employees completed training by October 18, 2002	
Temporary CO or GS employees in work measurement offices	
Temporary employees completed training by October 18, 2002	

C

Contact

Direct questions about this notice to Carlisle Cox, BUD at 202-720-9068 or Floyd Wagoner, BUD at 202-690-3566.
